

## Chapter 6 - Business and Fiscal Affairs

### AP 6800 Safety

#### References:

Cal/OSHA; Labor Code Sections 6300 et seq.; Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Sections 273.6, 626.9, 626.10, and 12021

Mt. San Antonio College is committed to providing a safe and healthy workplace for all employees by ensuring compliance with federal, State, and local laws including a formal injury and illness Prevention (IIP) Program. This formal IIP Program will provide the framework and training to increase awareness and minimize the potential for crisis in the workplace. It is the responsibility of all employees to immediately report any unsafe or dangerous conditions that exist on campus. Complaints related to health safety, sanitation, and working conditions shall be forwarded to the Director, Safety, Health Benefits, and Risk Management and the employee's supervisor for review and recommendation.

#### Crisis and Conflict Intervention

Any employee experiencing acts or threats of violence should immediately notify his/her supervisor. The supervisor shall immediately notify the Public Safety Office and the employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence or any other behavior which deliberately hurts or harms another person at the College to their immediate supervisor and the Mt. SAC Public Safety Office or local law enforcement. Such reports will be promptly and thoroughly investigated.

#### Employee Crisis Assistance Team

An Employee Crisis Assistance Team is established to provide regular training and advice to individuals and departments. Training activities may include, but not be limited to, skill development in conflict resolution, communication, anger management and early identification of unsafe working conditions in the workplace.

Team advising activities may include individual consultations, peer mediation, conflict resolution services and referral to outside sources.

Immediately upon notification of an act of violence or threat of violence involving an employee, the team member notified will initiate Employee Crisis Assistance Team procedures as stated below.

In the event of an act or threat of violence, the team will investigate the incident and forward the results of the completed investigation to the Director, Public Safety for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity.

The team will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

### Emergencies

Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire or medical personnel by dialing 911 from private telephones or 9-911 from campus extensions and then notifying Public Safety at extension 4555.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016